



TOWN OF EAST WINDSOR ♦ ANNUAL REPORT ♦ FY2018-19







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## INTRODUCTION

**O**n November 5, 2019 a new First Selectman and Board of Selectmen was elected and will be replacing the exiting administration. There will be renewed energy and commitment to meet new challenges, move the Town forward and provide for the health and well being of current and future residents.

East Windsor will be well positioned to do this as the Town remains financially strong. We have an excellent credit rating (Aa2) and we are well positioned to endure the financial problems facing the State of Connecticut. Our central location between Hartford and Springfield is drawing interest from potential investors to our commercial and business corridors. In the next few years East Windsor will see a double rail come to Windsor Locks, the completion of Water Mill Landing, the International Brotherhood of Electrical Workers new building and other commercial and residential construction along with the possible building of the Tribal Winds Casino. This growth will all contribute to our Grand List.

But, the strength of East Windsor that gives vitality and stability continues to be the Town employees in all departments and the unpaid volunteers who contribute their time to the Town, Boards, Committees, Commissions and Organizations. These dedicated, hardworking people give life, direction and service to our community. We are fortunate to have residents and employees who truly care about our town and work tirelessly to sustain and grow our community. Our future will be determined by the residents who work together to define and achieve our goals. I urge you to become involved.



Be well and thank you.

Bob Maynard,  
First Selectman



## PRINCIPAL TOWN OFFICIALS - JUNE 30, 2019

### BOARD OF SELECTMEN

**Robert L. Maynard, First Selectman**

Jason E. Bowsza

Steve Dearborn

Andrew J. Hoffman

Charles J. Szymanski

### BOARD OF FINANCE

**Jerilyn K. Corso, Chairman**

Karen M. Christensen

Barbara Petano

Sarah Muska

Kathleen B. Pippin

William Syme

Alan Baker – Alternate

Danelle Godeck - Alternate

### BOARD OF EDUCATION

**Catherine Simonelli, Chairman**

Kathleen Bilodeau

Kathryn Carey-Trull

Nicole DeSousa

Scott Morgan

Frances Neill

William Raber

Randy Reichle

David Swaim

### GENERAL GOVERNMENT

Chief of Police/Director of Emergency Management, Edward DeMarco

Treasurer/Finance Director, Amy O'Toole

Tax Collector, Patricia Kratochvil

Assessor, Helen Totz

Town Clerk, Joanne Slater

Director of Planning and Community Development, Ruben Flores-Marzan

Director of Public Works & Engineering, Leonard Norton

Director of Recreation and Community Services, Melissa Maltese

Building Official, Rand Stanley

Fire Marshal, Blaine Simpkins, Jr.

### EDUCATION

**Superintendent of Schools, Christine DeBarge, Ed.D**

Business Manager, Andrew Paquette



### Special Town Meeting November 1, 2018

**A** Special Town Meeting of the Town of East Windsor was held at the Town Hall, 11 Rye Street, Broad Brook, CT on November 1, 2018. The meeting was called to order by First Selectman Robert Maynard at 7:30 p.m. Assistant Town Clerk, Kimberley Midyette-Wing read the Town Meeting Public Notice. Motion was made by Rebecca Talamini and seconded by Richard Pippin to nominate William Towers to preside as Moderator. Motion was made to have nominations cease by Linda Sinsigallo. Robert Maynard then read from Roberts Rules that, when no other person is nominated for Moderator, a vote of two-thirds would be required to cease the election. He called for any other nominations, and as there were none, he next called a vote which exceeded two-thirds of those present. This vote was seconded by Richard Pippin Jr.; both motions passed. William Towers read the Eligibility to Vote requirements.

The following resolution was introduced and read by William Loos.

**Item 1:** To consider and approve the Ordinance for the Additional Exemption for Veterans or Spouses Eligible for Exemption under Section §12-81 of the Connecticut General Statutes.

William Loos moved that the foregoing resolution be adopted. This was seconded by Rebecca Talamini. There was some discussion.

**The resolution was adopted.**

The following resolution was introduced and read by Steve Dearborn.

**Item 2.** To consider and approve the Ordinance for the Additional Exemption for Persons Who are Blind and Eligible for Exemption under Section §12-81 of the Connecticut General Statutes.

Steve Dearborn moved that the foregoing resolution be adopted. This was seconded by Thomas Talamini.

**This resolution was adopted.**

The following resolution was introduced and read by Catherine Simonelli.

**Item 3.** To consider and approve the Ordinance for the Local Property Tax Relief for Persons Permanently and Totally Disabled.

Catherine Simonelli moved that the foregoing resolution be adopted. This was seconded by Sarah Muska. There was some discussion from several members of the community. Robert Maynard produced the CT Statutes to which this resolution referred. Catherine Simonelli withdrew the original motion

and reread the full ordinance including the CT Statutes. Richard Pippin Jr. seconded the motion.

**This resolution was adopted.**

The following resolution was introduced and read by Nicholas Macsata.

**Item 4.** To repeal Code of Ethics Ordinance 06-1 and replace with Ordinance to Amend the Town of East Windsor Code of Ethics.

Nicholas Macsata moved that the foregoing resolution be adopted. This was seconded by Sarah Muska. There was some discussion, after which Nicholas Macsata called the vote.

**This resolution was adopted.**

The following resolution was introduced and read by Paul Anderson.

**Item 5.** To consider and approve the sale of 0.21 acres located at 5 Schank Road, East Windsor (Map/Block/Lot: 003/34/064) to Douglas M. Monson for one dollar plus legal cost.

Paul Anderson moved that the foregoing resolution be adopted. This was seconded by Rebecca Talamini.

**This resolution was adopted.**

The following resolution was introduced and read by Rebecca Talamini.

**Item 6.** To consider and approve the sale of 0.52 acres located at 132 Wells Road, East Windsor (Map/Block/Lot: 095/24/054) to James A. White for \$3,250.00.

Rebecca Talamini moved that the foregoing resolution be adopted. This was seconded by Paul Anderson. Robert Maynard displayed a map image of the property to justify this sale and price.

**The resolution was adopted.**

Rebecca Talamini made a motion to adjourn the meeting. This was seconded by Catherine Simonelli. The meeting adjourned at 7:55p.m.

Respectfully Submitted,

Kimberley Midyette-Wing  
Assistant Town Clerk



### Annual Town Meeting December 17, 2018

**A** Town Meeting of the Town of East Windsor was held at the Town Hall, 11 Rye Street, Broad Brook, CT on December 17, 2018. The meeting was called to order by First Selectman Robert Maynard at 7:30 p.m. Assistant Town Clerk, Kimberley Midyette-Wing read the Town Meeting Public Notice. Motion was made by Rebecca Talamini and seconded by Jason Bowsza to nominate William Towers to preside as Moderator. Motion was made by William Loos and seconded by Steve Dearborn to nominate Robert Maynard to preside as Moderator. The motion to cease was made by Paul Anderson, seconded by Rebecca Talamini. William Towers was elected as moderator as the result of the vote.

William Towers read the Eligibility to Vote requirements.

The following resolution was introduced and read by William Loos:

**Item 1:** To consider and act upon a resolution that the reports of the Selectmen, Town Treasurer and other Town officers, be accepted as printed, errors and omissions accepted.

William Loos moved that the foregoing resolution be adopted. This was seconded by Robert Maynard. There was some discussion. William Loos commended the town employees who put together the Town Report.

#### **The resolution was adopted.**

The following resolution was introduced and read by Catherine Simonelli:

**Item 2.** To consider and act upon a resolution authorizing and empowering the First Selectman and Town Treasurer to borrow from time to time on behalf of and in the name of the Town for the purpose of meeting current expenses until the tax monies are available, and to issue notes for same, and to determine the amount of such notes and to execute, sell and deliver same.

Catherine Simonelli moved that the foregoing resolution be adopted. This was seconded by Jason Bowsza.

#### **This resolution was adopted.**

The following resolution was introduced and read by Jason Bowsza:

**Item 3.** To consider and act upon a resolution authorizing the Selectmen, as provided in Chapter 240, Part 11A of the General Statutes of the State of Connecticut Revision of 1959 and as amended, to enter into any and all agreements with the Commissioner of the Connecticut Department of Transportation relative

to the expenditure of any unexpended balance of highway funds allotment due to the Town on July 1, 2019 and to enter into an agreement, with said Commissioner concerning the expenditure of said allotment.

Jason Bowsza moved that the foregoing resolution be adopted. This was seconded by Charles Szymanski.

#### **This resolution was adopted.**

William Loos made a motion to adjourn the meeting. This was seconded by Charles Szymanski.

The meeting adjourned at 7:40p.m.

Respectfully Submitted,

Kimberley Midyette-Wing

Assistant Town Clerk

### Town Meeting March 21, 2019

**A** Town Meeting of the Town of East Windsor was held at the Town Hall, 11 Rye Street, Broad Brook, CT on March 21, 2019. The meeting was called to order by First Selectman Robert Maynard at 7:30 p.m. Motion was made by William Loos and seconded by Rebecca Talamini to nominate Robert Maynard to preside as Moderator. The motion to cease nominations was made by Rebecca Talamini, seconded by Rand Stanley. Both motions passed.

Robert Maynard was elected as moderator. Assistant Town Clerk, Kimberley Midyette-Wing read the Town Meeting Public Notice.

Robert Maynard read the Eligibility to Vote requirements.

The following resolution was introduced and read by Denise Terry:

**Item 1:** To consider and vote on the recommendation of the Board of Selectmen pursuant to Connecticut General Statutes 7-9b that the hours for referenda held by the Town of East Windsor in the Calendar year 2019 be held from 6:00 a.m. to 8:00 p.m.

Denise Terry moved that the foregoing resolution be adopted. This was seconded by William Loos. There was no discussion.

#### **The resolution was adopted.**

The following resolution was introduced and read by Richard Pippin Jr.:

**Item 2.** To consider and approve the sale of .52 acres located at 132 Wells Road, East Windsor (Map/Block/Lot:



## TOWN MEETINGS & ABSTRACTS OF MINUTES

095/24/054) to James A. White in the amount of \$2,000.

Richard Pippin Jr. moved that the foregoing resolution be adopted. This was seconded by Rebecca Talamini. There was discussion.

### **This resolution was adopted.**

The following resolution was introduced and read by John Burnham:

**Item 3.** To consider and approve the purchase of 16.4 acres located at 29 Scantic Road, East Windsor (Map/Block/Lot: 075/32/001B) in the amount of \$16,000 from the Open Space Fund.

John Burnham moved that the foregoing resolution be adopted. This was seconded by Paul Anderson. There was discussion.

### **This resolution was adopted.**

The following resolution was introduced and read by Catherine Simonelli:

**Item 4.** To consider and approve a supplemental appropriation in the amount of \$204,260.98 from the Fund Balance to the Board of Education Capital for the purchase of computers.

Catherine Simonelli moved that the foregoing resolution be adopted. This was seconded by Kathy Bilodeau. There was discussion.

### **This resolution was adopted.**

The following resolution was introduced and read by Brenda Crockett:

**Item 5.** To consider and approve the Ordinance Establishing a Tax Exemption for Farm Buildings under Section 12-91(c) of the Connecticut General Statutes. Brenda Crockett moved that the foregoing resolution be adopted.

This was seconded by Randi Reichle. There was discussion.

### **This resolution was adopted.**

William Loos made a motion to adjourn the meeting. This was seconded by Richard Pippin Jr. The meeting adjourned at 9:35 p.m.

Respectfully Submitted,

Kimberley Midyette-Wing

Assistant Town Clerk

## Special Town Meeting May 16, 2019

A Special Town Meeting of the Town of East Windsor was held at the Town Hall, 11 Rye Street, Broad Brook, CT on May 16, 2019. The meeting was called to order by First Selectman Robert Maynard at 7:30 p.m. Motion was made by Sarah Muska and seconded by Charles Nordell to nominate Bill Syme to preside as Moderator. Motion was made by Bill Loos and seconded by Steve Dearborn to nominate Robert Maynard to preside as Moderator. The motion to cease nominations was made by Paul Anderson, seconded by Richard Pippin, Jr. Motion for nominations to cease passed. Bill Syme was elected as moderator. Assistant Town Clerk, Kimberley Midyette-Wing read the Town Meeting Public Notice. Moderator, Bill Syme read the Eligibility to Vote.

### Points of Order:

Robert Leach stated that the language of the legal notice is incorrect. According to the Town Charter, "At said Special Town Meeting, the only matters that may be considered shall be those matters set forth in said petition." The action item in the petition was to approve an additional appropriation in the amount of \$657,100.00 as approved by the East Windsor Board of finance at a meeting held on April 17, 2019. That's what the motion should read. We should be voting on the one item and not the list of items.

Bill Loos stated that because the notice in the paper was not correct, they should adjourn the meeting until a notice is printed and its correct.

Rick Leborious stated that the fact that the appropriation being requested is \$657,100 even though the items are detailed, they essentially amount to the same thing. The reference in the petition is to vote on those items as approved by the BOF. He asked the moderator if the items listed on the notice are the same as was approved by the BOF. Bill Syme, Moderator answered, yes. Rick Leborious stated that if that's the case, then he would think that the motion before the town meeting is correct. Rick Leborious asked the moderator if it was his intention to offer multiple votes or a single vote. Moderator, Bill Syme stated that according to the Charter and the way the petition was written, it would be one vote.

Keith Yagaloff stated that the petition is to compel the BOS to set the town meeting to vote on those items. This concept for the petition, being able to make up its own decision, is not accurate. He doesn't understand the idea that the special appropriation of \$657,100 should be one vote. The people at town meeting should have the right to vote on each individual item. The items were not referred to the BOS from the BOF as one item, they were referred as 13 items. This petition just forces the BOS to set the town meeting.



## TOWN MEETINGS & ABSTRACTS OF MINUTES

Moderator, Bill Syme stated that the petition does list the items individually and in one motion. To cover all bases, they should vote individually and then as one motion.

The following resolution was introduced and read by Bill Syme:

**Item 1:** To consider and approve a supplemental appropriation for the Board of Education in the amount of \$38,000 for IT Equipment.

Catherine Simonelli moved that the foregoing resolution be adopted. This was seconded by Marie DeSousa. There was discussion.

**The resolution was adopted.**

The following resolution was introduced and read by Bill Syme:

**Item 2.** To consider and approve a supplemental appropriation for the Board of Education in the amount of \$77,000 for Library and Textbooks.

Kathryn Carey-Trull moved that the foregoing resolution be adopted. This was seconded by Robert Slate. There was no discussion.

**This resolution was adopted.**

The following resolution was introduced and read by Bill Syme:

**Item 3.** To consider and approve a supplemental appropriation for the Board of Education in the amount of \$38,500 for Athletics and Extra Curricular.

Sarah Muska moved that the foregoing resolution be adopted. This was seconded by Kathleen Bilodeau. There was discussion.

**This resolution was adopted.**

The following resolution was introduced and read by Bill Syme:

**Item 4.** To consider and approve a supplemental appropriation for the Board of Education in the amount of \$27,500 for the Broad Brook Elementary School Café Tile.

Kathleen Bilodeau moved that the foregoing resolution be adopted. This was seconded by Marie DeSousa. There was discussion.

**This resolution was adopted.**

The following resolution was introduced and read by Bill Syme:

**Item 5.** To consider and approve a supplemental appropriation for the Police Department in the amount of \$56,000 for Vehicles.

Robert Leach moved that the foregoing resolution be adopted. This was seconded by Richard Pippin, Jr. There was discussion.

**This resolution was adopted.**

The following resolution was introduced and read by Bill Syme:

**Item 6.** To consider and approve a supplemental appropriation for the Police Department in the amount of \$23,100 for Computers.

Sarah Muska moved that the foregoing resolution be adopted. This was seconded by Kathleen Bilodeau. There was no discussion.

**This resolution was adopted.**

The following resolution was introduced and read by Bill Syme:

**Item 7.** To consider and approve a supplemental appropriation for the Department of Public Works in the amount of \$60,000 for Vehicles (Trucks).

Sarah Muska moved that the foregoing resolution be adopted. This was seconded by Kathleen Bilodeau. There was no discussion.

**This resolution was adopted.**

The following resolution was introduced and read by Bill Syme:

**Item 8.** To consider and approve a supplemental appropriation for the Department of Public Works in the amount of \$20,000 for Garage Equipment.

Catherine Simonelli moved that the foregoing resolution be adopted. This was seconded by Marie DeSousa. There was no discussion.

**This resolution was adopted.**

The following resolution was introduced and read by Bill Syme:

**Item 9.** To consider and approve a supplemental appropriation for the Department of Public Works in the amount of \$50,000 for Drainage.

James Barton moved that the foregoing resolution be adopted. This was seconded by Catherine Simonelli. There was no discussion.

**This resolution was adopted.**

The following resolution was introduced and read by Bill Syme:

**Item 10.** To consider and approve a supplemental appropriation for the Department of Public Works in the amount of \$50,000 for Exterior Lighting.

James Barton moved that the foregoing resolution be adopted. This was seconded by Catherine Simonelli. There was no discussion.

**This resolution was adopted.**

The following resolution was introduced and read by Bill Syme:

**Item 11.** To consider and approve a supplemental appropriation for Town Properties in the amount of \$26,000 for



Vehicles.

Robert Leach moved that the foregoing resolution be adopted. This was seconded by Richard Pippin, Jr. There was discussion.

**This resolution was adopted.**

The following resolution was introduced and read by Bill Syme:

**Item 12.** To consider and approve a supplemental appropriation for Town Properties in the amount of \$97,000 for Generators.

Sarah Muska moved that the foregoing resolution be adopted. This was seconded by Richard Pippin, Jr. There was no discussion.

**This resolution was adopted.**

The following resolution was introduced and read by Bill Syme:

**Item 13.** To consider and approve a supplemental appropriation for Town Properties in the amount of \$94,000 for Sewers (South Road).

Paul Anderson moved that the foregoing resolution be adopted. This was seconded by Richard Pippin Jr. There was no discussion.

**This resolution was adopted.**

Bill Loos made a motion to adjourn, seconded by Richard Pippin, Jr. It was stated by the moderator that they had one more thing to vote on.

**The following item was not one that was warned in the notice in the newspaper. It was added by the Moderator at the meeting:**

Catherine Simonelli made the motion "That we approve all the above discussed projects for

\$657,100.00. Motion seconded by Marie DeSousa. Voted on and passed by 2/3 vote.

Robert Maynard made a motion to adjourn the meeting. This was seconded by Robert Lyke. The meeting adjourned at 8:15pm.

Respectfully Submitted,

Joanne M. Slater, Town Clerk

(Assistant Town Clerk, Kimberley Midyette-Wing attended the meeting, the minutes were completed by Town Clerk, Joanne M. Slater using Kimberley Midyette-Wing's notes and the video of the meeting.)

### Town Meeting June 20, 2019

**A** Town Meeting of the Town of East Windsor was held at the Town Hall, 11 Rye Street, Broad Brook, CT on June 20, 2019. The meeting was called to order by First Selectman Robert Maynard at 7:30 p.m. Motion was made by Jason Bowsza to recess the meeting to the Broad Brook Elementary School cafeteria, which was seconded by Andrew Hoffman. At the Elementary School, motion was made by Sarah Muska to nominate William Syme to preside as Moderator, seconded by Richard Pippin III. Motion was made by William Towers to nominate Steven Dearborn to preside as Moderator, seconded by John Mazza. First Selectman Robert Maynard verified that there were no further nominations and took the nominations to vote. William Syme was elected as Moderator. Assistant Town Clerk, Kimberley Midyette-Wing read the Town Meeting Public Notice. William Syme read the Eligibility to Vote requirements.

The following resolution was introduced and read by William Syme:

**Item 1:** To consider and approve an additional appropriation for the Board of Education not to exceed \$260,000.00 to fund FY 18-19 deficit due to special education unbudgeted costs and cafeteria fund deficits for FY 17-18 and FY 18-19.

Paul Anderson moved that the foregoing resolution be adopted. This was seconded by Richard Leborious. There was public discussion.

Moderator William Syme informed the public that the Board of Education regularly informed the Board of Finance of their status throughout the year. Several voters spoke either for or against the item. William Syme called for a hand vote.

**This resolution was adopted.**

For the record, there were four (4) registered voters at curbside who voted against this item.

Robert Maynard urged the town to have robust discussions on how to avoid a deficit and vote such as this in the future.

Paul Anderson made a motion to adjourn the meeting. This was seconded by Jason Bowsza. The meeting adjourned at 8:26 p.m.

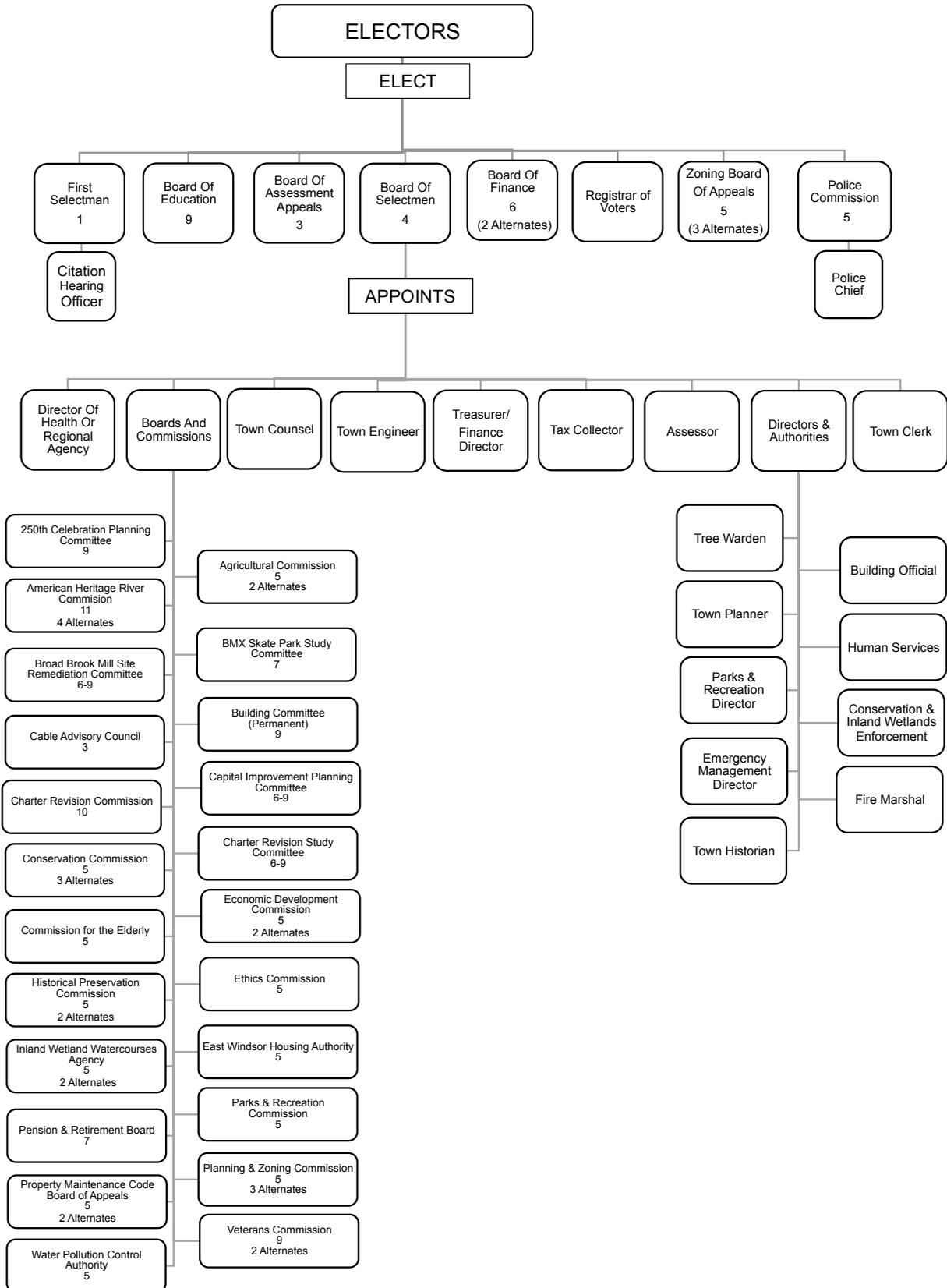
Respectfully Submitted,

Kimberley Midyette-Wing

Assistant Town Clerk



# ORGANIZATIONAL CHART





## FINANCIAL SUMMARY

**TOWN OF EAST WINDSOR, CONNECTICUT**  
 STATEMENT OF REVENUES, EXPENDITURES AND  
 CHANGES IN FUND BALANCE - BUDGET AND ACTUAL -  
 BUDGETARY BASIS - GENERAL FUND  
 FOR THE YEAR ENDED JUNE 30, 2019

	Budgeted Amounts		Actual	Variance With Final Budget Over (Under)
	Original	Final		
<b>REVENUES</b>				
Property taxes	\$ 32,559,491	\$ 32,559,491	\$ 32,716,405	\$ 156,914
Intergovernmental	5,789,547	5,789,547	6,377,893	588,346
Local revenues	547,920	547,920	724,158	176,238
Revenues from use of money	50,000	50,000	289,530	239,530
Total revenues	<u>38,946,958</u>	<u>38,946,958</u>	<u>40,107,987</u>	<u>1,161,029</u>
<b>EXPENDITURES</b>				
Current:				
Administrative services	1,569,862	1,589,933	1,480,684	(109,249)
Public safety	3,852,180	3,836,712	3,799,920	(36,792)
Physical services	2,363,377	2,393,627	2,344,540	(49,087)
Culture and liesure	787,945	789,330	755,191	(34,139)
General government	5,312,223	5,255,837	4,603,444	(652,393)
Boards and commissions	63,675	65,175	57,291	(7,884)
Capital improvement	977,668	1,839,029	1,839,029	-
Debt service	1,020,028	1,020,028	962,953	(57,075)
Total Town	<u>15,946,958</u>	<u>16,789,671</u>	<u>15,843,051</u>	<u>(946,620)</u>
Current:				
Education	23,450,000	23,450,000	23,346,438	(103,562)
Total expenditures	<u>39,396,958</u>	<u>40,239,671</u>	<u>39,189,489</u>	<u>(1,050,182)</u>
Excess (deficiency) of revenues over expenditures	(450,000)	(1,292,713)	918,498	2,211,211
<b>OTHER FINANCING SOURCES</b>				
Appropriation of fund balance	450,000	1,404,818	-	(1,404,818)
Transfers in	-	-	-	-
Transfers out	-	(111,497)	(307,959)	(196,462)
Total other financing sources (uses)	<u>450,000</u>	<u>1,293,321</u>	<u>(307,959)</u>	<u>(1,601,280)</u>
Net change in fund balances	\$ -	\$ 608	\$ 610,539	\$ 609,931



## FINANCIAL SUMMARY

**TOWN OF EAST WINDSOR, CONNECTICUT**  
SCHEDULE OF REVENUES AND OTHER FINANCING SOURCES  
BUDGET AND ACTUAL - BUDGETARY BASIS - GENERAL FUND  
FOR THE YEAR ENDED JUNE 30, 2019

	Budgeted Amounts		Actual	Variance With Final Budget Over (Under)
	Original	Final		
<b>PROPERTY TAXES</b>				
Current and prior year levies	32,384,491	32,384,491	32,131,201	(253,290)
Interest and lien fees	175,000	175,000	585,204	410,204
Total property taxes	<u>32,559,491</u>	<u>32,559,491</u>	<u>32,716,405</u>	<u>156,914</u>
<b>INTERGOVERNMENTAL REVENUES</b>				
Educational cost sharing grant	5,405,649	5,405,649	5,496,597	90,948
Town aid road grant	267,359	267,359	267,358	(1)
Payment in lieu of taxes on State owned property	57,819	57,819	548,433	490,614
Mashantucket Pequot and Mohegan Fund grant	15,432	15,432	15,432	-
Telephone access grant	15,000	15,000	17,390	2,390
Adult education	15,288	15,288	15,476	188
Tax relief - veterans	5,850	5,850	6,821	971
Pro-rata share of CT fines	5,000	5,000	8,799	3,799
Tax exempt property - totally disabled persons	1,650	1,650	1,587	(63)
Other grants	500	500	-	(500)
Total intergovernmental revenues	<u>5,789,547</u>	<u>5,789,547</u>	<u>6,377,893</u>	<u>588,346</u>
<b>LOCAL REVENUES</b>				
Building Department	250,000	250,000	255,527	5,527
Town Clerk	190,000	190,000	222,418	32,418
Treasurer	35,000	35,000	159,888	124,888
Land use permits	13,800	13,800	30,535	16,735
Parks and Recreation	32,500	32,500	30,246	(2,254)
Police Department	10,500	10,500	9,481	(1,019)
Greater Hartford Transit District	7,000	7,000	7,432	432
Aircraft miscellaneous	3,100	3,100	3,360	260
Dial-A-Ride	3,000	3,000	3,045	45
Public works	2,500	2,500	1,656	(844)
Assessor	300	300	260	(40)
Other	220	220	310	90
Total licenses, fees and charges for goods and services	<u>547,920</u>	<u>547,920</u>	<u>724,158</u>	<u>176,238</u>
<b>REVENUES FROM THE USE OF MONEY</b>				
Interest on deposits	50,000	50,000	289,530	239,530
Total revenues from the use of money	<u>50,000</u>	<u>50,000</u>	<u>289,530</u>	<u>239,530</u>
<b>OTHER FINANCING SOURCES</b>				
Appropriation of Fund Balance	450,000	1,404,818	-	(1,404,818)
Transfers in from:				
Police Private Duty Fund	-	-	-	-
Sewer Assessment Fund	-	-	-	-
Total other financing sources	<u>450,000</u>	<u>1,404,818</u>	<u>-</u>	<u>(1,404,818)</u>
Total revenues and other financing sources	<u>39,396,958</u>	<u>40,351,776</u>	<u>40,107,987</u>	<u>(243,789)</u>



## FINANCIAL SUMMARY

**TOWN OF EAST WINDSOR, CONNECTICUT**  
 SCHEDULE OF EXPENDITURES AND OTHER FINANCING USES  
 BUDGET AND ACTUAL - BUDGETARY BASIS - GENERAL FUND  
 FOR THE YEAR ENDED JUNE 30, 2019

	Budgeted Amounts		Actual	Variance With Final Budget Over (Under)
	Original	Final		
<b>ADMINISTRATIVE SERVICES</b>				
Selectmen	277,772	277,772	270,127	(7,645)
Town Clerk	135,366	138,019	133,504	(4,515)
Treasurer	237,202	237,202	227,831	(9,371)
Assessor	190,990	194,606	187,070	(7,536)
Tax Collector	125,621	128,297	126,977	(1,320)
Town Planner	241,891	247,921	195,277	(52,644)
Building Department	173,639	177,036	156,076	(20,960)
Registrar of Voters	63,925	64,984	61,237	(3,747)
Social services	123,456	124,096	122,584	(1,512)
Total Administrative Services	1,569,862	1,589,933	1,480,684	(109,249)
<b>PUBLIC SAFETY</b>				
Police Department	3,349,054	3,333,586	3,307,953	(25,633)
Emergency management	17,872	17,872	14,331	(3,541)
Communications	53,254	53,254	51,256	(1,998)
Broad Brook Fire Department	432,000	432,000	426,380	(5,620)
Total Public Safety	3,852,180	3,836,712	3,799,920	(36,792)
<b>PHYSICAL SERVICES</b>				
Public Works	897,680	918,030	902,470	(15,560)
Town property	1,040,697	1,050,597	1,017,070	(33,527)
Road improvements	425,000	425,000	425,000	-
Total Physical Services	2,363,377	2,393,627	2,344,540	(49,087)
<b>CULTURE AND LEISURE</b>				
Senior Center	233,805	233,805	219,408	(14,397)
Parks and Recreation	281,140	282,525	262,782	(19,743)
Libraries	273,000	273,000	273,000	-
Total Culture and Leisure	787,945	789,330	755,191	(34,139)
<b>GENERAL GOVERNMENT</b>				
Activities, Agency Fees and Associations	140,056	140,056	139,731	(325)
Legal	260,000	285,000	280,672	(4,328)
Insurance and pension	3,735,419	3,670,125	3,082,803	(587,322)
Information technology	196,598	206,748	204,933	(1,815)
Sanitation	930,150	930,150	895,304	(34,846)
Contingency	50,000	23,758	-	(23,758)
Total General Government	5,312,223	5,255,837	4,603,444	(652,393)

*(Continued)*



## FINANCIAL SUMMARY

**TOWN OF EAST WINDSOR, CONNECTICUT**  
SCHEDULE OF EXPENDITURES AND OTHER FINANCING USES  
BUDGET AND ACTUAL - BUDGETARY BASIS - GENERAL FUND *(Continued)*  
FOR THE YEAR ENDED JUNE 30, 2019

	Budgeted Amounts		Actual	Variance With Final Budget Over (Under)
	Original	Final		
<b>BOARDS AND COMMISSIONS</b>				
Board of Finance	44,375	44,375	44,129	(246)
Planning and Zoning Commission	3,250	3,250	2,455	(795)
Zoning Board of Appeals	1,400	1,400	200	(1,200)
Board of Assessment Appeals	1,550	1,550	872	(678)
Economic Development Commission	4,150	4,150	3,375	(775)
Inlands, Wetlands & Watercourse Agency	1,800	1,800	1,065	(735)
Police Commission	1,500	1,500	1,500	-
Building Commission	1,200	1,200	320	(880)
Elderly Commission	500	500	225	(275)
Charter Revision	-	1,500	1,500	-
Ethics Commission	500	500	-	(500)
Historical Commission	500	500	-	(500)
Capital Improvement Planning	750	750	750	-
Veteran's Commission	1,200	1,200	900	(300)
Agricultural Commission	500	500	-	(500)
Conservation Commission	500	500	-	(500)
Total boards and commissions	<u>63,675</u>	<u>65,175</u>	<u>57,291</u>	<u>(7,884)</u>
<b>CAPITAL IMPROVEMENT</b>	<u>977,668</u>	<u>1,839,029</u>	<u>1,839,029</u>	<u>-</u>
<b>DEBT SERVICE</b>	<u>1,020,028</u>	<u>1,020,028</u>	<u>962,953</u>	<u>(57,075)</u>
<b>EDUCATION</b>	<u>23,450,000</u>	<u>23,450,000</u>	<u>23,346,438</u>	<u>(103,562)</u>
Total expenditures	<u>39,396,958</u>	<u>40,239,671</u>	<u>39,189,489</u>	<u>(931,046)</u>
<b>OTHER FINANCING USES</b>				
Transfers out:				
Dog Fund	-	20,148	20,148	-
OPEB Fund	-	-	55,000	55,000
Heart & Hypertension Fund	-	-	33,945	33,945
Storm Emergency Fund	-	-	15,560	15,560
School Cafeteria Fund	-	91,349	183,306	91,957
Total other financing uses	<u>-</u>	<u>111,497</u>	<u>307,959</u>	<u>196,462</u>
Total expenditures and other financing uses	<u>39,396,958</u>	<u>40,351,168</u>	<u>39,497,448</u>	<u>(734,584)</u>

*(Concluded)*



## FINANCIAL SUMMARY

TOWN OF EAST WINDSOR, CONNECTICUT  
SCHEDULE OF EXPENDITURES  
BUDGET AND ACTUAL - BUDGETARY BASIS - EDUCATION  
FOR THE YEAR ENDED JUNE 30, 2019

EDUCATION	Budgeted Amounts		Actual	Variance With Final Budget Over (Under)
	Original	Final		
<b>EDUCATION</b>				
<b>Salaries</b>				
Certified personnel	\$ 8,992,642	\$ 8,845,491	\$ 8,845,491	\$ -
Clerical	542,122	509,312	509,312	-
Building administration	818,726	817,044	817,044	-
Teacher's aides	1,014,484	1,188,640	1,188,640	-
Custodial	658,591	684,967	684,967	-
Administration	405,690	406,459	406,459	-
Tutors	574,967	512,217	512,217	-
Nurses	275,491	284,701	284,701	-
Support services	1,718,862	1,737,070	1,737,070	-
Stipends	205,376	204,203	204,203	-
Substitutes	111,435	214,790	214,790	-
Summer school	115,253	115,252	115,252	-
Adult education/enrichment	38,396	38,396	38,396	-
Home bound	-	-	-	-
<b>Total salaries</b>	<b>15,472,035</b>	<b>15,558,542</b>	<b>15,558,542</b>	<b>-</b>
<b>Employee Benefits</b>				
Health insurance	\$ 1,679,861	\$ 1,925,307	\$ 1,925,307	\$ -
Retirement and social security	1,041,196	1,129,757	1,129,757	-
Workmen's compensation and travel insurance	189,621	153,138	153,138	-
<b>Total employee benefits</b>	<b>2,910,678</b>	<b>3,208,202</b>	<b>3,208,202</b>	<b>-</b>
<b>Purchased Services</b>				
Public transportation	\$ 1,553,218	\$ 1,516,231	\$ 1,516,231	\$ -
Tuition	1,480,763	1,277,385	1,277,385	-
Other professional services	762,558	623,120	623,120	-
Cleaning/repairing	17,963	44,358	44,358	-
Maintenance	180,774	108,917	108,917	-
Public utilities	208,065	329,720	228,188	(101,532)
Liability insurance	124,837	127,457	127,457	-
Pupil services	-	-	-	-
Travel, conferences and other transportation	18,220	18,191	18,191	-
Communications	62,380	43,015	43,015	-
Printing/binding	32,870	13,855	13,855	-
Property insurance	124,837	124,019	124,019	-
Instructional program improvements	-	-	-	-
<b>Total purchased services</b>	<b>4,566,485</b>	<b>4,226,268</b>	<b>4,124,736</b>	<b>(101,532)</b>
<b>Supplies</b>				
Other supplies	\$ 72,366	\$ 79,772	\$ 79,772	-
Instructional	86,016	94,404	92,374	(2,030)
Heat and energy	219,800	181,687	181,687	-
Custodial/maintenance	66,618	52,649	52,649	-
Textbooks	22,274	21,585	21,585	-
Food service	1	-	-	-
<b>Total supplies</b>	<b>467,075</b>	<b>430,097</b>	<b>428,067</b>	<b>(2,030)</b>
<b>Capital equipment</b>				
New equipment	\$ -	\$ -	\$ -	\$ -
Dues and fees	33,727	26,891	26,891	-
<b>Total capital equipment</b>	<b>33,727</b>	<b>26,891</b>	<b>26,891</b>	<b>-</b>
<b>Total education</b>	<b>\$ 23,450,000</b>	<b>\$ 23,450,000</b>	<b>\$ 23,346,438</b>	<b>\$ (103,562)</b>



## ASSESSOR'S OFFICE

The Assessor's Office is responsible for discovering, listing and valuing all real estate and taxable motor vehicle and personal property in East Windsor. The goal of Assessor Helen Totz and her staff is to ensure that the assessed value of individual taxpayers is proper so that each taxpayer pays no more than their fair share of the property tax.

In order to accomplish this, we review information regarding all three classes of property for accuracy. This process includes conducting random audits of Personal Property business accounts, inspecting and listing new construction (as well as verifying any demolition of property), reviewing and updating tax maps, and maintaining current title information for all real estate parcels. The Department of Motor Vehicles provides the office with lists of all motor vehicles registered within the Town, once each vehicle has been valued, these lists comprise the Motor Vehicle and Supplemental Motor Vehicle Grand Lists.

Motor vehicles and Personal Property is assessed at 70% of the current fair market value, as of October 1 of each year. Real Estate assessments were based on values set for the 2017

reevaluation, as provided by state statute. Revaluations are every five years by State law.

In addition, all state and local exemption programs that affect the tax bills of elderly, military, blind and disabled taxpayers are administered by this department. All of this information results in a "Grand List" which is a list of all taxable property in East Windsor and its assessed value. This information is the basis for the Tax Collector's tax bills. In addition, all tax-exempt real estate is valued and declared in a separate Grand List, the value of which is reported to the State for various grants and reimbursements.

Various annual reports based on the Grand List are compiled and provided timely to the Office of Policy and Management in order to ensure a proper Equalized Net Grand List which affects state grants and reimbursements.

**Helen Totz, CCMA II,  
Assessor**



## EAST WINDSOR BUILDING DEPARTMENT

The East Windsor Building Department is located at 11 Rye Street in the village of Broad Brook. We exist to serve the community through an informational permitting process dictated by State Statute. These statutes are what is formally known as the 2018 Connecticut State Building Code. We are a Community Resource dedicated to public safety in the built environment. We assist and work with numerous Federal, State, and Local Agencies and all Town Hall Departments.

Below are the statistics outlining the previous fiscal year. These figures should not be considered comparable with any previous fiscal year in total number of permits or revenue generated by those permits. There are unique variables with every permit and/or project.

**\*974 Total permits issued for FY 18/19**

303 Residential    190 Mechanical    83 Commercial  
142 Plumbing    256 Electrical

**\$305,473.40 Gross Revenues**

**\$285,628.59 Net Revenues**

The Building Department administers and seeks compliance to the State of Connecticut Building Codes. It is adopted by the Legislature and is State Law. The Building Code is comprised of approximately 19,000 codes, standards, and regulations. It is available on the State of Connecticut website. Our business is your safety, plain and simple. Please ask if you don't know, check the batteries in your smoke and Carbon dioxide detectors, and use us as a community resource. Visit us on the town of East Windsor's website

**Rand Stanley, East Windsor Building Official**



## EMERGENCY SERVICES

The Town of East Windsor Emergency Management prepares for and mitigates the effects of disaster on the lives and property for the residents and business owners in Town through leadership, coordination, and support in the four phases of Emergency Management: Mitigation, Preparedness, Response, and Recovery, within the NIMS (National Incident Management System) and ICS (Incident Command System) framework. Working with all town and emergency/public safety departments in Town such as Police, Fire, EMS, DPW, and others - We continue to work planning and preparing for natural disasters and unfolding emergencies that may occur in our Town or in the state or region. We continue to update our public safety and emergency plans and procedures, our shelter operations and coordination efforts, communication, and take part in local and statewide emergency drills.

We work through a unified command system and coordinate with all town, state, and federal agencies when the need arises. Our efforts also include maintaining professional working relationships private entities like Eversource and other utilities, which may someday have an impact on our community - if a disaster or emergency event occurs. We continue to receive and maintain grants, file mandated reports, and stay current with best practices for emergency management. This is important work, and as always, if you are interested in making a significant impact in your community and you are over the age of 18, please call or email us and learn more about volunteer opportunities.

This year we saw devastating storms like Dorian and many other weather events around the Country. It is by working together that we can protect and help each other. This year

we will focus on policy development and training to meet the demands and/or mandates, imposed on the Town of East Windsor. If you need information about preparing yourself, your family, and/or your property (Residential or Commercial) for a disaster or for any other assistance, please feel free to contact us at any time. -Edward J. DeMarco, Jr. (Police Chief & Director of EM)

### Broad Brook Fire Department

This past year, the Broad Brook Fire Department responded to a total of 694 Calls for service during the fiscal year of July 1, 2018 through June 30, 2019. The calls included:

- 37 Fire Calls, (6 of which were Structure Fire type calls) in town or in our neighboring communities
- 363 Rescue type incidents (of which 296 were for priority 1 medical calls)
- 24 Hazardous Conditions
- 67 Service Calls
- 127 Good Intent Calls
- 203 False Alarm incidents

Our members also attended a total of 2,832.04 hours of documented training.

We welcomed 4 new members last year and lost the same throughout the year keeping our membership at status quo. Each new member attended Basic Firefighter-1 training to become certified as an Interior Firefighter. At the current time our Active membership including Officers totals 42





## EMERGENCY SERVICES

members. We have 9 Active Reserve members, 6 are Junior Members and 6 Limited Members.

Our part-time staff consists currently of a total of 19 per diem employees (4 that are current members of the department) that strive to fill 3 daytime shifts Monday thru Friday, 10 hours a day between the hours of 7 a.m. and 5 p.m. While this is a very good start, daytime coverage is still at a critical low and will need to increase over the next few years to be able to provide good initial, immediate service to the citizens of the Town of East Windsor and the commuters that travel through town on a daily basis.

The Fire Department responded to a total of 450 calls for service between the hours of 6 a.m. and 6 p.m. Sunday through Saturday, which 349 or 50.20% of those calls between 6 a.m.-6 p.m. were done Monday-Friday, which is currently our most difficult time to staff with members and proves to be most challenging time for us to provide sufficient and adequate service to the town, it's residents and the people who visit and travel through our town. We are also fortunate enough, with the support from the town, to staff 2-night shifts with two firefighters on Friday and Saturday nights from 10 p.m. to 6 a.m.

This year with the support of the Town Selectmen, Board of Finance and CIP, we are looking into and starting research on the replacement of our second oldest Engine Tanker which has served the Town and us very well. With the age and normal wear and tear, this truck is becoming more and more costly to maintain. We are also almost done with the refurbishment of our oldest Engine Tanker and will be ready to use shortly as a backup/reserve apparatus. We take great pride in providing and continue to provide the best fire protection and EMS care possible to the town and its citizens.....

**Thomas V. Arcari, Fire Chief**  
**Broad Brook Fire Department**

### Warehouse Point Fire District

The Warehouse Point Fire District continues to provide First Class Fire / Rescue Services to the Town of East Windsor. The department consists of Fire Chiefs, Fire Officers, Fire Marshals, Firefighters, Emergency Medical Personnel, Junior Firefighters, and is governed by the Board of Fire Commissioners.

The Warehouse Point Fire District Fire Marshals Office continues to make improvements to the service it provides to the fire district. The Fire Marshals Office consists of 1- part time fire marshal and 3-part time deputy fire marshals. Along with the annual and bi-annual inspections, the fire marshals' office conducts inspections and plan reviews of building projects within the fire district.

The Fire District consists of two fire stations; Station 1 located

at 89 Bridge Street and Station 2 located at 15 Stoughton Road. Station 1 houses two Class-A Pumper Trucks, one Aerial Tuck, and a Forestry Vehicle. Station 2 houses one Class-A Pumper Truck and one Heavy Rescue Truck. The Departments membership consists of 24 volunteer members and 10-part time Fire Service Maintainers that are trained in firefighting, emergency medical, and rescue services. Fire personnel train approximately 12 to 16 hours per week and respond to an average of 16 emergency calls per week. With the constantly changing standards in the fire service it has become more demanding to all volunteers.

In July of 2019 the Fire District expanded the Fire Service Maintainer Program. A total of two Fire Service Maintainers (FSM) are be paid hourly Tuesday through Saturday from 11:00 pm to 7:00 am. Their primary job will be to maintain and check all fire district equipment and would also be able to respond to incident calls during the assigned hours. In addition to the night shift we are currently running 3 day shifts which allows us to cover the critical response times 7:00 am to 5:00 pm while our volunteers are at their full time employment. Filling these shifts became a necessity in order to provide services to our community due to the nationwide reduction of volunteer firefighters.

The Fire District continues to work closely with the Broad Brook Fire Department providing and receiving mutual aid for many emergency calls on a daily basis. The two departments combined respond to approximately 1,300 emergencies a year. The departments also conduct joint training to ensure operating procedures are flawless during emergency situations. Mutual aid provided by each department is a tremendous help to keep this community safe.

The position of a volunteer firefighter is drastically changing and becoming very demanding for the ordinary family. The mandatory training a volunteer firefighter must complete annually is becoming more serious and time consuming. This significantly reduces the volunteer membership and makes it difficult to find volunteers. With the increasing emergency calls, we receive an abundance of mutual aid from surrounding towns and it will soon come down to hiring full time firefighters. The Fire District and the Department must continue to propose new ideas and options to adequately respond to all fire incidents.

As Chief of the Warehouse Point Fire District, I am grateful to all our members for their dedicated service to the Fire District and the town of East Windsor. I am also grateful to all members' families the make their service to this community possible. I would like to thank the community for their continued support throughout the past years.

**James P Barton, Fire Chief**  
**Warehouse Point Fire District**



### Broad Brook Library

The Broad Brook Library has had a busy year! Some highlights include:

- The East Windsor Chamber of Commerce established their office at the library.
- Internet Access was installed (paid for by the Chamber of Commerce), giving us Wi-Fi capability.
- We have added eight new large print books with a grant from the East Windsor Lion's Club.
- We have installed a new color laser printer, copier, and fax system making us able to provide low cost services to our patrons.
- We have acquired and continue to acquire new books; many are best sellers and new books arrive weekly.
- New book shelves have been added and the space rearranged, to allow for more space and more books.
- Now there is room for groups to have meetings at very low or no cost (up to 10 people at our large table).
- We have seen more people this year than in any year in memory.
- Windows were installed to save a large amount of money on heating/cooling (allowing us to keep our original windows).

**Paul Anderson**  
Broad Brook Library Director

### Warehouse Point Library

The Library Association of Warehouse Point is a private, non-profit library association that serves as the principal public library for the Town of East Windsor. Our mission is to satisfy the cultural, informational, educational, and leisure needs of the community by providing access to a multimedia collection, programming, and exhibits. The Library supports East Windsor families in developing Early Childhood Literacy through its collection and program offerings and supports Life-Long-Learning and personal interests in numerous ways for teens and adults. The Library welcomed a new Director, Lois Hiller, in July 2019. Some highlights of 2018/2019:

- Collaborated with East Windsor schools and FRC to invite parents, elementary and preschool students to a summer reading introduction and ice cream social, in addition to the annual Kindergarten Community Day.
- The Library supported the Town Parks and Recreation Department by submitting a "Pete the Cat" scarecrow for the 2018 October Scarecrow contest and displaying Parks and Rec publications.

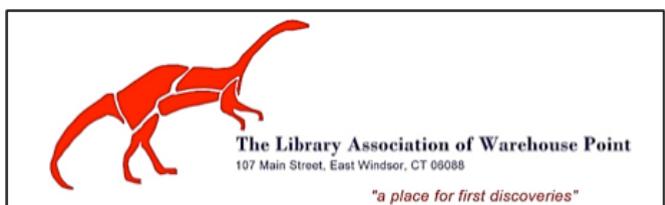
- Library users borrowed over 31,800 items.
- We welcomed over 2,600 children to over 100 children's programs.
- Our 37 adult programs included movies, concerts, a Rotary Career Fair, crafts, book clubs, and more.
- We instituted a new online newsletter and an online calendar with remote registration for programs.
- We opened up a small conference room for community meetings and hosted over 800 people in 94 meetings.

Our staff dedicates themselves to supporting the unique population and cultural interests of East Windsor by providing diverse materials, content and technology in creative ways. The Library offers much to the community:

- Access to print and downloadable books, classes, magazines, DVDs, music and audiobooks
- Access to large print materials, with the assistance from the E. Windsor Lions
- High-speed fiber optic internet provided through State and Federal grant support
- Computers and Wi-Fi, printing and copying for public use
- Events, programs, and informational workshops for all ages
- Weekly movies and Monthly book groups
- Museum passes
- Access to JobNow's online job search resources
- Meeting rooms for small and large gatherings
- Outreach services to homebound
- Displays by area Artists, photographers, and students
- And more... Please stop in to see all that we offer.

We thank all those who so generously contribute to update and maintain a current collection of reading, viewing and listening materials to support the needs and interests of all East Windsor residents. The Library continues to face funding challenges with the majority of our materials budget coming from our annual drive.

**Lois Hiller**  
Warehouse Point Library Director





The Parks and Recreation Department is an active and proud member of the East Windsor community. The Parks and Recreation Department and Commission strive to create and offer quality programs and opportunities to make East Windsor a great place to live, work and play. The Commission meets the second Monday every other month at 6 p.m. in the recreation office at 25 School Street. Don't forget to follow us on Facebook, Twitter and check out our website at [www.eastwindsorrec.com](http://www.eastwindsorrec.com) for the latest up to date program/event offerings.

- Total of 88 different campers enrolled for Summer Camp 2018, averaging 40-50 campers per week.
- 70 different swim participants (increase of 15 from previous year) and a total of 108 swim registrations for Swim Lessons Summer 2018.
- We welcome 3,469 people through our East Windsor Park gates this year.
- New swim hours were introduced for Summer 2018 at East Windsor Park. Hours were changed to 10:00am-6:00pm Monday-Friday. Swimming hours remain 11:00-7:00pm on weekends and holidays.
- New programs added included: Lego STEM programming through E.Y.E.S., Parent's Night Out, Home Alone Safety Class sponsored by the EW-YSB and Art Classes with Erica Giroux of the Playful Peacock, Ice Cream with the Easter Bunny.
- Abby's Helping Hand Social Club – partnership with Abby's Helping Hand and the EW Leo Club. Social Club for special needs students/parents that ran throughout the 2018-2019 school year.
- Brought EW Youth Basketball Registration online for the 2018-2019 Season.
- Zumba returned to EW Parks & Recreation in Spring of 2019.
- A New Sign was installed at the entrance to East Windsor Park.
- Secured funding through the town for a Splashpad to be installed at EW Park and permanent bathrooms at Abbe Rd Soccer Complex.
- Parks & Recreation Office moved to the Town Hall Annex in September 2018, allowing us a revamped space for additional programming and community outreach and engagement.
- Goals for this year include continuing to find new and exciting after-school programming for both our elementary and middle schools as well as finding additional ways to increase our visibility in the East Windsor community, whether through partnering with local businesses, working with students on service projects, etc.

**Melissa Maltese**  
Director of Recreation and Community Services



The Department of Planning and Development is in the business of establishing and managing conditions where, from a sustainable business-friendly and environmentally-conscious perspective, expectations of achieving both economic prosperity and a great quality of life are possible. The instruments to conduct our charge consist of: professionally-trained, resourceful staff with decades of experience in planning and development matters, who hold a deep commitment to help East Windsor achieve its full potential; administrative processes that ensure clear and certain outcomes; and an army of caring residents who provide us with highly valuable insight about the Town through their participation in those boards and commissions the Department supports.

The Department of Planning and Development provides added value to East Windsor through the following services:

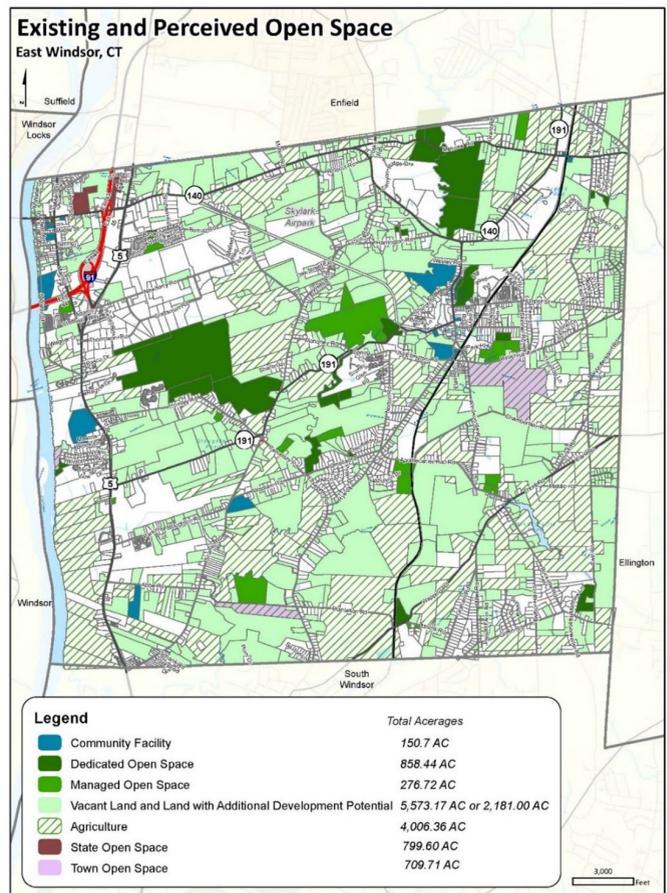
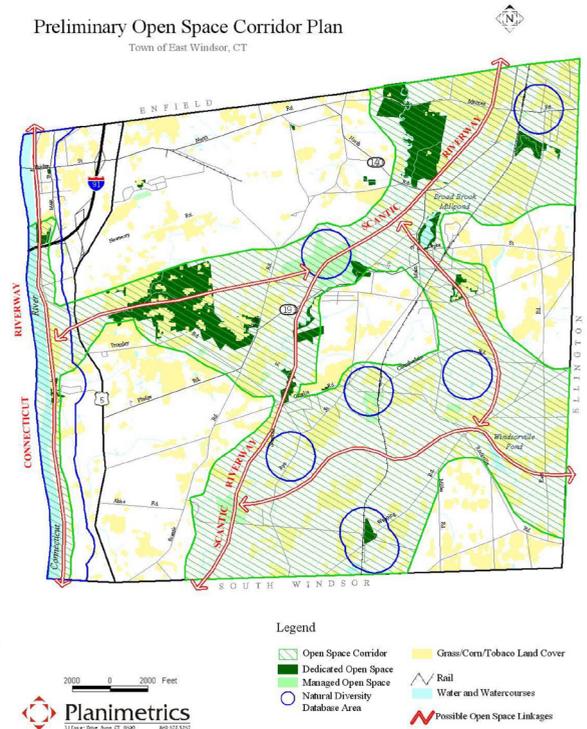
- Short-Range Planning: administering planning and development regulations, evaluating and processing land use and zoning permit applications
- Long-Range Planning: implementing East Windsor’s Plan of Conservation and Development (POCD), coordinating with regional and State entities such as the Capitol Region Council of Governments and various State of Connecticut agencies (DECD, DEEP, DOT, etc.)
- Supporting Boards and Commissions: providing administrative and technical support to the Planning & Zoning Commission, Economic Development Commission, Zoning Board of Appeals, Inland Wetlands & Watercourse Agency, Agricultural Commission and Conservation Commission
- Strategic Planning: conducting data collection, processing and analysis of current local, regional and statewide conditions to determine issues and opportunities that may be of interest to East Windsor as it works to maximize its value while preserving its essence

Our Department’s highlights during the FY 2018-2019 include:

- Processed 146 zoning permit applications for new residential, commercial, and industrial economic development activity
- Brought to the Town’s coffers over \$30,000 dollars from zoning fees
- Achieved full staffing level for Department by securing a new Town Planner and Assistant Town Planner
- Developed planning studies for the Route 5 corridor and Warehouse Point
- Provided technical expertise to the Board of Selectmen on emerging planning and economic development areas of opportunity such as the commercialization of hemp

**Rubén Flores-Marzán, AICP**  
**Director, Department of Planning & Development**

Preliminary Open Space Corridor Plan  
 Town of East Windsor, CT





## POLICE DEPARTMENT

**O**n behalf of the dedicated women and men of the East Windsor Police Department I am honored to present our Annual Report for 2018/2019. The East Windsor Police Department seeks and needs the support of our community to further reduce crime rates and improve the quality of life in our Town. You should know that your police officers are professional, dedicated, hard-working, and honest. They work all shifts around the clock, in all weather conditions, to include week-ends and holidays to serve our community best. If you need police assistance, always remember to “call early and call often”. Our officers and civilian support staff are ready to provide services during your times of need. It is only through communication and a strong partnership with you - that we can achieve our basic mission to preserve the peace, keep you safe, and provide overall public safety. We continue to maintain our regional partnerships in traffic enforcement & accident investigation, as well as, emergency response. This year you will see the return of our professional K-9 program and a brand-new patrol-based drone program. We look forward to serving you this year with pride and distinction.

**Respectfully,**

**Edward J. DeMarco**





## PUBLIC WORKS

The Public Works/Engineering Department consists of:

- 7 Highway Maintainers
  - 1 Parks & Grounds Maintainer
- 1 Seasonal Maintainer
- 1 Working Foreman
- 1 Administrative Assistant
- 1 Operations Manager
- Director of Public Works/Town Engineer/Tree Warden

The Department is responsible for:

- The maintenance of approximately 70 miles of roads storm drainage, curbs, waterways, and roadside mowing.
- The maintenance of the grounds at all Town parks and fields, around all Town owned buildings, including Town schools and their playing fields.
- Facilities maintenance for all Town owned buildings.

We are on call 24 hours a day, 7 days week to the East Windsor Police Department and the Broad Brook and Warehouse

Point Fire Departments for emergency purposes. We are responsible for the design and implementation of all Town roadway, drainage and building construction projects. The Town Engineer reviews plans submitted to the Planning and Zoning Commission, the Wetlands Commission and the Water Pollution Control Authority.

This construction season, our pavement management and drainage projects included:

- The reconstruction of portions of Wells and Tromley Roads.
- The reconstruction of the entire length of Scantic Road.
- Repair and reconstruction of the parapet curb and culvert under Main Street in Broad Brook.
- Completion of various drainage projects.
- Inspections and cleaning of catch basins and drainage pipes.

**Leonard Norton**  
**Director of Public Works/Town Engineer**

# A Guide to Recycling



All items should be **empty, rinsed, clean** and **open**. Do **not** shred, box, bag or bundle.

What's IN?

PAPER	GLASS	METAL	PLASTIC
Cardboard & boxboard Food & beverage cartons Junk mail	Magazines & newspaper inserts Newsprint Office paper Pizza boxes	Beverage bottles & jars Food bottles & jars	Aerosol containers (food grade only) Aluminum foil Cans & bottles
		Foil containers Metal lids from cans & bottles	Plastic bottles (with or without caps attached) Plastic containers, tubs & lids

What's OUT?

Gift wrap & gift bags Ice cream containers Paper cups (hot & cold)	Shredded paper Take-out food containers Tissue paper	Ceramic mugs & plates Drinking glasses	Aerosol containers (cleaners, pesticides, etc.) Foil tops from yogurt containers Paint cans
		Pots & pans Small pieces of scrap metal Spiral wound containers	Loose bottle caps Plastic bags & wrap Plastic plates, bowls & utensils
			Plastic one-use cups (no lids, no straws) Plastic containers, tubs & lids
			Prescription bottles Single-use coffee containers Styrofoam cups & containers Water filters

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To learn more, go to [RecycleCT.com](http://RecycleCT.com)



## REGISTRARS OF VOTERS

The primary tasks of the Office of Registrars of Voters are to ensure that every East Windsor voter experiences a smooth, safe, impartial and efficiently run election whether they are national, state, municipal, primaries, or referendums. Curb side voting is available to our disabled voters and we schedule supervised voting for our voters who are unable to travel to their designated polling place.

To register to vote you must:

- Be a United States Citizen
- Be 17 years of age (if you will turn 18 on or before election day)
- Be a resident of the Town of East Windsor
- Not be a convicted felon confined to an institution, community residence or on parole, or whose electoral privileges have not been restored (C.G.S. 9-12, 9-46)

Our responsibilities include the professional management of the voter registration and enrollment processes. Our office will utilize various methods and procedures to ensure that the voting rights of every East Windsor resident are protected. We are responsible for voter education and organizing the annual canvass of electors. Registrars maintain and update files, prepare department budgets and train election officials. We print registration and enrollment lists and ensure the proper maintenance of voting equipment.

To these ends, the Office of Registrars of Voters encourages every eligible voter to register, every registered voter to vote, and to make sure that every vote is counted accurately.

East Windsor has two voting districts. District 1 voting takes place at the Town Hall Annex, 25 School Street in Warehouse Point. District II voting takes place at the Town Hall, 11 Rye Street in Broad Brook.

The Office of Registrar of Voters recognizes that running a smooth election depends on being well-prepared. We want to

help the voters of East Windsor be prepared. Registering to vote in advance or updating your voter registration information e.g., a name change, new address or change in party affiliation can minimize confusion on Election Day.

Voter Registration cards may be picked up at the Registrars' Office located at the Town Hall Annex, 25 School Street, East Windsor, CT 06088 or the Town Clerk's Office at the Town Hall, 11 Rye Street, Broad Brook, CT 06016.

On-Line Voter Registration is a convenient service, especially during times of peak interest. The Online Voter Registration link can be accessed at: <https://voterregistration.ct.gov/OLVR/welcome.do>

Voters are also encouraged to use the Secretary of the State's Voter Lookup Tool. This tool allows a voter to look up their own information. They can confirm that their address on file is current as well as their party affiliation. It will be especially helpful in the Presidential and State Primaries because Connecticut only allows enrolled members of the major parties to vote in those elections. To access the Voter Lookup Tool log onto:

<https://portaldir.ct.gov/sots/lookup.aspx>

Both Registrars of Voters are elected for four-year terms. Each Registrar represents a major political party (one Democrat, one Republican) but each Registrar is obligated to provide service to any voter seeking their assistance regardless of party affiliation.

**Registrars:**

**Term Expires:**

Angelo Sevarino (D)

January 2023

Karen Gaudreau (R)

January 2023

Office Hours: Tuesdays normal hours are 8:00 am to 12:00 pm, or by appointment. Actual office hours may vary depending on current calendar requirements & voting duties.





### East Windsor High School

- East Windsor High School proudly graduated 69 students at Maneeley’s Banquet Hall on June 19, 2019
- Automotive classes continue to perform preventive maintenance on many student/ faculty and family vehicles
- Foundations of Technology students designed and built a wagon for the band to use in parades and music festivals where large amounts of supplies are needed
- Home Maintenance students designed and constructed a small shed
- Power Technology students explored working with a variety of lawn care, powersport, and agricultural equipment
- Technology Education students continued to assist with the construction of sets for the school play: “Play On”
- Many students took advantage of extra time to work on a variety of projects during the afterschool club, Gasoline Alley
- Culinary students baked breads and muffins to share with faculty and staff over the Thanksgiving holiday
- Sophomore Yumeka Stern was named to the Connecticut All-State Choir for the second straight year
- UMass Drum Major Academy: Two seniors selected as the 2019-20 Marching Band -Drum Majors were accepted at and attended the UMass George N. Parks Drum Major Academy during the summer of 2018
- Big E Connecticut Day: Band students march annually in the Connecticut Day parades with marching bands from over 20 other Connecticut schools
- Four Town Fair Parade: Band students march annually in a parade involving the towns of Enfield, East Windsor, Somers, and Ellington - The Four Town Fair has existed since 1839 and is one of the oldest existing fairs in New England
- East Windsor Heritage Day: Band students marched in the East Windsor Heritage Day parade
- Fall Pep Rally performance: Choir students annually sing the National Anthem at the school homecoming pep rally and band students perform pep music as each student class walks in
- UConn Band Day—Marching Band students traveled to UConn to attend a marching band clinic and observe the large-scale UConn Marching Band rehearsal
- Veteran’s Day Road Race—Choir students performed the National Anthem at the November road race
- NCCC Music Festival: In November of each year, about eighteen selected band and choir students (nominated by their music director) prepare and perform in a concert involving high school students from the towns of East Windsor, Granby, Bolton, Rockville, Suffield, Ellington, East Granby, Somers, and Stafford



- Eastern Regional Festival Auditions: Several band and choir students auditioned for the
- Eastern Region Music Festival, competing against other high school students in their category from around the eastern region of Connecticut - Students are required to attain scores above a certain cut-off to be allowed to perform in the festival
- Torchlight Parade and Carol Sing: Band students marched in the East Windsor Torchlight
- Parade and the choir sang holiday carols
- Winter Concert: Band and choir students performed in one evening the accumulation of their semester's studied musical repertoire
- Holiday Senior Caroling: Choir students visited a local senior home and sang holiday carols in December
- In-school holiday matinee: Instrumental students arranged, rehearsed, and performed music in small chamber groups for an in-school concert around the holidays, including multiple genres of music
- Eastern Region Music Festival: Several music students spent 3 days preparing and then performed a concert with the highest performing high school music students in the entire eastern region of Connecticut
- All-State Festival Auditions: One freshman choir student from the music department scored high enough to qualify for an All-State Audition and then scored high enough to make the All-State Festival, an incredibly competitive process
- "Lion King" Broadway Trip: Music students traveled to New York City to attend a theater workshop and see the Broadway Play "The Lion King"
- All-State Music Festival: EWHS qualifying student prepared and performed a musical concert with a group of the highest-performing high school choir students in the entire state of Connecticut. This concert was presented at the Connecticut Music Educators
- Association (CMEA) conference in April 2018
- Jazz Band Middle School Concert: EWHS Jazz Band students visited EWMS to perform and discuss the music program to current 7th and 8th graders who will be or have recently joined the EWHS program
- 8th Grade Concert Collaboration: High school band students performed a piece of music
- with 7th and 8th grade students in the Spring Concert at EWMS
- Spring Concert: Band and choir students performed in one evening the accumulation of their semester's studied musical repertoire
- Memorial Day Parade: Band students march annually in the East Windsor Memorial Day
- Parade - Several students played taps on trumpet and sang the Nation Anthem at various events in relation to Memorial Day
- East Windsor High School started its first Model UN group with 5 students - This year we anticipate as many as 16 participants and hope to develop this into a lasting program -
- Student participation on AP testing increased
- The students in the EWHS Unified Sports Program competed against other teams in soccer, basketball, and bowling - The program has been very successful - Many of our students participate in every aspect of the program
- Our 18-21 Transition Program provides students with the opportunity to build skills, both inside and outside of the school setting
- The grade 9-12 Functional Skills Program had students participate in numerous activities, including hiking on a local trail; maintaining and stocking the School Store, bowling, going out to lunch using the money they earned, being Teacher Aids, growing herbs and selling them to staff, and raising chickens from fertilized eggs to the pullet stage
- The English Department hosted the annual Poetry Out Loud competition. All EWHS students participated in classroom competitions as part of the national Poetry Out Loud competition - Of the classroom winners, thirteen finalists competed by reciting two rehearsed poems. Winners were Ken O'Konis (grade 11, first place), Martin Resto (grade 12, second place), and Philip Percy (12th grade, third place). Ken O'Konis represented our school at the statewide competition
- AP scores: Of the students who participated in two consecutive years of AP English courses, 33% improved their exam score from junior to senior year - These scores afford students the opportunity to waive their first-year English credit at participating colleges and universities
- Of the twelve students enrolled in English 1010 Writing Seminar through the Early
- College Experience program, 100% earned 4 college credits from UConn
- Art at the Capitol: Each year outstanding art from each grade is chosen to be showcased at the Capitol - The work is placed on display at the Capitol for a week in May - Students participate in a field trip and are honored at a reception at the Capitol
- The end-of-year Art Show was held at the Warehouse Point Library - For the first time, it was a district-wide show where student work was displayed for two weeks



## SCHOOLS

- Senior Tiles: All EWHS seniors who have taken an art class at some point during their four years can design and paint a “tile” outside the art room
- Hallway Art: The display case in the hallway has current student artwork on display throughout the year
- AP Spanish Language and Literature: Many scored at 3 and above
- Spanish Club: Includes students interested in further learning about Spanish language and culture
- Student enrollment in online language courses increased - 31 students participated in American Sign Language
- About 80% of courses utilize technology and online platform in addition to Portal
- EWHS started its first Gay-Straight Alliance group during the 2018-19 school year and had many successful events run by the group, including PRIDE week in June and Suicide Prevention Day with the distribution of rainbow ribbons
- The LEOs visited the East Windsor Senior Center – They had lunch with the seniors and did an arts and craft activity
- The Leo Club donated \$500 to Habitat for Humanity. They participated in a Habitat Build Day hanging sheetrock in a habitat home
- Several LEOs participated in the new Abby’s Social Club at the Town Hall Annex, an Abby’s Helping Hand initiative, and painted two new murals on the walls of EWHS
- Darby Ritchie and Leah Joslin from NHS got involved in the middle school by hosting a volleyball clinic - Alyssa Saponare and Rachel Lee planned and executed a “Transition to the High School Program” for all eighth-grade students - Nicole Graczewski established a new “Free Exchange Library” at BBES, including designing and building the shelf for the books

### Athletics

#### Cross Country

- Nate Kita #1 freshman in NCCC
- Ryan Lee #4 freshman in NCCC
- Boy’s finished 19th in the State Meet

#### Football

- Undefeated regular season
- Advanced to Class S Semi-finals
- Junior Tyler Ouellette named to All-Conference Team

#### Volleyball: increased participation

- Set school record for wins in a season

- Advanced to state tournament for first time in school history
- Won first ever state tournament game
- Senior Leah Joslin named to NCCC All-Conference Team

#### Boys Soccer

- Awarded NCCC Team Sportsmanship Award
- Awarded CHSCA State of CT Team Sportsmanship Award
- Junior Ryan Bell named to NCCC All-Conference Team

#### Girls Soccer

- Awarded NCCC Team Sportsmanship Award

#### Boys Swim

- Undefeated regular season led by Senior Mike Stavalone and Sophomore Joe Stavalone

#### Boys Basketball

- Nominated for State of CT Team Sportsmanship Award for second straight year

#### Girls Basketball

- Advanced to state tournament for 4th consecutive year
- Junior Alyssa Saponare named to NCCC All-Conference Team
- Junior Lauren Keel named to NCCC All-Conference Team
- Junior Lauren Keel named to Class S All-State Team for 2nd straight year

#### Indoor Track

- Darby Ritchie: NCCC Champion in the Pole Vault
- Outdoor Track
- Nate Kita: Broke 20-year old school record in the 3,000-meter Steeplechase
- Nate Kita: Owns freshman records in the 800, 1600 and 3200
- T’Shaun Hawkins: ALL NCCC, 3rd in Class S in the Javelin (4th best mark all time)

#### Softball

- Qualified for state tournament
- Sophomore Alyssa Hebert named to NCCC All-Conference Team

#### Baseball

- Set school record for most wins since 2000
- Qualified for state tournament for 3rd straight year
- Advanced to second round of state tournament



## SCHOOLS

- Senior Scott Slater named to NCCC All-Conference Team
- Senior Jordan Garner named to NCCC All-Conference Team for 4th straight year
- Named to Class S All-State Team for 3rd straight year
- Nominated by high school coaches to play in State of CT Senior All-Star Game
- Eclipsed the 100 hit and 100 RBI mark in 4-year career

### East Windsor Middle School

- Library Top Patron Awards
- Choral and Band awards
- Awards Day for 5th, 6th, and 7th Grade
- Grade 8 Promotion/Awards
- Physical Education Fitness Awards
- Scholar Leader Banquet through CAS- Aric Duncan and Broderick Wilczak
- Geography Bee: Karly Hevner
- Spelling Bee: 5th grade Elizabeth Romel, 6th grade Katrina Rossi, 7th grade Rakshit Bisoi,
- and 8th grade Zoe Chen
- Invention Convention: Elijah Levi, Mark Feeney, Ana-Lois Davis went on to the State
- Finals at UCONN
- Invention Convention Nationals: Ana-Lois Davis 3rd place medal out of all the 7th
- graders in the country and Human Mobility Award
- EWMS Chorus won the NBC Choral Contest to sing at the New Haven Tree Lighting
- Pep Rally (Pep Rallies quarterly)
- Field Day
- Staff vs. Student Basketball Game
- School dances
- 6th Grade Science Fair
- Fantastic Festivals for 7th and 8th grade Band and Chorus (Six Flags Musical Festival)
- Fantastic Festivals for 5th and 6th grade Band and Chorus (Lake Compounce Musical
- Festival)
- 5th Grade Sturbridge Village field trip
- 6th Grade Salmon field trip
- 7th Grade Connecticut Science Center field trip
- 8th Grade Yale Center of British Art field trip
- Weekly PAW Awards
- Honors/High Honors
- Student of the Quarter Awards
- Crystal Apple Award
- Spring Concert
- Winter Concert
- Spirit Days
- Incentive days
- Read Across America Week
- Jazz Band
- Select Chorus
- Super Jazz Band
- Yearbook
- Student Council
- Academic Honor Roll bracelets of recognition
- SBAC raffle
- Fall and Spring Book Fair
- EWMS Art Show
- Art at the Capitol- Matt Whitosky, Janisha Morgan, Grean-eleigh Wilczak, and Kaitlyn
- Rouleau
- District Art Show
- Canned Food Drive
- Safe School Climate activities for students/staff
- Lunch bunches provided monthly by teams/departments
- High Meadows (8th Grade)
- Positive Referrals home (academic & behavioral)
- Geography Bee (school/state-wide competition)
- Spelling Bee (school competition)
- EWMS 6th Grade Science Fair
- Invention Convention (school/state-wide competition/national competition)

### Broad Brook Elementary School

- Preschool classes hosted a Friendship Feast for families the week before Thanksgiving
- Students grades PK – 4 performed and made art for the December Winter Concert
- Read Clementine for the One Book One School celebration



## SCHOOLS

- Saw Junie B Jones, the play, presented by Theaterworks
- Grade 4 band performed with East Windsor Middle School band
- Hosted school-wide assembly to celebrate student learning and attendance – Provided Presidential Excellence and Presidential Achievement Awards
- Students with zero or one absence received a certificate
- Created a partnership with East Windsor High School - EWHS students completed a literacy activity with BBS students and returned in the spring to help celebrate ACES (All Children Exercise Simultaneously) Day
- Monthly Mileage Club evenings gave students and their families a chance to exercise
- Senior citizens from the EW Senior Center attended dress rehearsal for the Winter Concert and 4th grade band
- Celebrated Veteran's Day with a visit from local veterans and a bulletin board honoring our BBS military families
- Awarded School of Distinction status by the CSDE for growth in math
- Presented new bicycles to two students with perfect attendance - This was made possible through a grant from Horace Mann Insurance Co. in East Windsor

### Buildings And Grounds

#### East Windsor High School

- Replaced aux. gym connector
- Replaced carpet in library
- Installation of new LED lighting in auditorium

#### East Windsor Middle School

- Installation of new boilers
- Installation of new gym bleachers
- Led lighting in auditorium and outside front walkway
- Partial LED lighting in cafeteria, library and office (replaced can lighting)
- Installation of air conditioning in cafeteria
- Installation of air conditioning in auditorium

#### Broad Brook Elementary School

- Refinished gym floor
- Installation of new gym bleachers
- Installation of replacement windows in office area
- New pole light in front circle
- Installation of replacement window sills in A and B wing

- Installation of replacement counters and sinks in D 4,5,6,7,8, and 11

### Technology

- Diagnosed and repaired approximately 500 laptops
- Reduced copy usage in half and reduced associated costs by setting quotas for copies
- Completed new device rollout for grades 8, 11 and 12 following added appropriation for
- technology from Town
- Enhanced security improvements to combat hacking and phishing

### Health Services

- Developed Diastat training for staff
- Created new PowerPoint presentation for life threatening allergies for staff
- Developed new registration forms and protocol
- Established new health care plans for our SNAP nursing program
- Assisted East Windsor Social Services in establishing the “Panther Food Closets” at EWMS and EWHS
- Participated in state asthma, immunization, and health survey.
- Provide training for all school nurses from Boston Children's Hospital on “Respiratory Assessments” and “Psychiatric Disorders”
- Developed new student attendance excuse forms for all grade levels
- All EWMS and EWHS students participated in their own attendance meetings
- All certified teachers were trained in CPR
- 15 staff trained in medication delegation
- Flu clinics offered in all three buildings
- Yoga and walking challenge offered from the Wellness Committee
- All School Safety and Hazards FEMA Plan updated and submitted to the state
- Continued collaboration with CHC to provide medical, dental, and behavioral health services to the students of East Windsor Schools

### Food Services



## SCHOOLS

- Invited vendors to have taste tasting for high school students
- Broad Brook School implemented Sticker Under the Plate Contest - Winners received a frozen snack
- Broad Brook Food Service Supervisor provided stickers to students who tried new vegetables
- National Breakfast Week had a number of staff serve breakfast to students at BBS and EWMS (teachers, principals, vice principals, custodians, and SRO)
- EWMS distributed prizes for Breakfast Week celebration
- Addition of new pasta bars for EWHS students
- District-wide website updates
- Walls painted in BBS kitchen
- New floor installed in BBS kitchen
- Installation of under counter freezer and refrigerator in BBS kitchen
- Installation of a kettle in BBS kitchen
- Replacement of wooden shelves in BBS kitchen
- Installation of new stainless-steel counters in BBS kitchen
- Purchased a new meat grinder for BBS kitchen
- Addition of specialty lunches for teachers and staff
- Addition of sub-workers to cafeteria staff
- Attendance at annual directors' conference for training
- Implementation of food/supply orders for EWHS Family and Consumer Science
- Department
- Completion of annual training for staff
- Receipt of Healthy Food Certification





## SENIOR CENTER



The East Windsor Senior Center continues to be an essential part of our community, meeting Seniors' needs in a variety of ways. The Senior Center provides several benefits such as: medical transportation, socialization and trips, monthly entertainment, educational programs, a nutrition program, exercise programs, arts and crafts, and senior outreach. We screen for eligibility of basic needs programs, provide information and referral, and review Medicare Part D plans.

This year included:

- Taste of Friday's the idea for this group (and name) came from our Focus Group. Taste of Friday's picks a new restaurant to try once a month. They then rate it based on food, service, atmosphere, etc. We add the rating to our newsletter as well.
- We have worked closely with local businesses to bring programs into the Senior Center. Big Y Pharmacy has come to the center many times over the past year to present on topics such as Sun Safety, Importance of Vaccines, Heart Health and Prescription Drug Disposal. Geissler's has also come to the center to speak about their Thyme Savor Inspired Meal Bags for seniors who are living on a budget and/or cooking for one. These meals offer a healthy alternative to frozen dinners that many of our seniors have turned to for their meals. The East Windsor Police Department came to the center to speak about Community Safety, Scams and even what to do in an active shooter situation. We have attended high school and elementary school concerts and the EWHS Leo club came to visit us as well. Local Nursing Homes and Assisted living facilities have provided us with Lunch and Learns over the past year and have sponsored many BINGOs.
- Goals: To bring in more seniors by offering activities that appeal to different ages such as more fitness programs and possibly trips that require physical activity for example a hiking or biking club.
- Intergenerational outreach and we are looking to start a mentoring program with our public school system.

The Transportation program continues to be a successful and much needed program for our seniors 60 years of age and older and residents on Social Security Disability who are 18 and older. We provide transportation for our clients to their doctor's appointments, to do their banking, grocery shopping, to pick up prescriptions and many other essential stops. We transport to the Senior Center daily for our lunch program and for any programs that are being offered. We also provide transportation to the Five Corner Cupboard and to the Mobile Food Share. A suggested donation of \$50 is asked for yearly. For more information about our Transportation program please call us at 860-292-8261. We have had a successful year during 2018-2019. The following are some of our biggest accomplishments:

- We transported 712 more clients than our previous fiscal year.
- We traveled 588 less miles with more clients –
- We received our new vehicle in December, it was awarded to us through a DOT grant.

On the nutrition side of things, our Café served 6,058 meals this year. These meals are prepared by CRT and delivered each day to the center. Our nutrition volunteers help us to decorate, serve, and make our seniors' dining experience wonderful each day. The monthly socials still prove to be a fan favorite among our seniors. For those seniors in town that are home bound we partnered with CRT again and our amazing Meals on Wheels volunteer drivers graciously delivered 6,862 meals. We are always in need of MOW drivers, feel free to call us at 860-292-8279 to find out more about becoming a MOW driver. This year we will also continue to develop partnerships with the schools and local businesses hosting students and receiving donations for different lunch and learn opportunities. We also partner with the Five Corner Cupboard to get fruit, vegetables and bread to our seniors every Wednesday at no cost to them.

**Melissa Maltese**  
Director of Recreation and Community Services



## SOCIAL SERVICES

The Social Services Department is an essential part of the community providing assistance with social, emotional, and economic needs while helping clients to attain self-sufficiency and maintain economic well-being. Our department helps individuals and families access assistance with their energy needs through the Connecticut Energy Assistance Program.

- This past year we processed 352 applications providing a total of \$200,362 in assistance. Another one of our assistance programs is Operation Fuel. This program took in 21 applicants and granted a total of \$10,680.20 to those in need.
- We are also responsible for distributing Farmer's Market Coupons to seniors and this year 33 seniors received coupons for a total market cash value of \$1,150.
- Another way that we help our seniors and individuals with disabilities is to process Renter's Rebate applications. This year we processed 168 applications which resulted in \$80,372.70 worth of benefits being paid, this number changes each year due to deaths and relocation.
- We also help our families with our programs such as Back to School back packs and holidays. Backpacks, school supplies, and shoe vouchers were provided to 106 children. We strive to provide holiday joy as we partnered with the VNA

and Five Corner Cupboard to provide 260 Thanksgiving and 260 Christmas baskets of food to families in need. Our partners in the community helped us to provide holiday gifts to 149 children to brighten their holidays as well.

- Our Power Pack program run in conjunction with Parks and Recreation and the Hunger Action Team had its first full school year and provided 68 back packs of food every Friday during the school year. We were also able to fill 12 backpacks during the summer months for eight weeks. This program is possible due to the generosity of our residents and our partnership with Food Share.
- Goals for this upcoming year are to do more community outreach and new programs to fight food insecurities and lack of transportation in East Windsor.

These programs are just a few of the services that we are highlighting. In addition to case management, we assist our clients with referring them to resources through SNAP outreach, CHR, 211, and other local and state-run agencies. Each day is different in our office and we are constantly reaching out to gain the knowledge to help our clients in their time of need. If you or someone you know is in need please reach out to us at 860-623-2430.

**Melissa Maltese,**  
**Director of Recreation and Community Services**





## TAX DEPARTMENT

The East Windsor Tax Office is comprised of a 3-person team that stays current on changing laws and tax trends through continued education, seminars, conferences, and networking with other tax collectors.

The Tax Department:

- for a portion of this year was incomplete due to staffing changes as one of our team members moved onto a preferred professional opportunity.
- is responsible for the billing and collection of real estate, personal property, motor vehicle taxes; billing and collection of sewer facility connection and sewer benefit charges; C-Pace billing and collection; aircraft registration billing and collection; Warehouse Point Fire District billing and collection; and parking ticket collection.

- works with various commissions, departments and state agencies monthly and quarterly.
- works collaboratively with municipal departments to help solve problems and find efficient solutions for the taxpayers of East Windsor.
- is always striving to find more cost effective and efficient ways for processing and handling tax bills and collections.
- concluded two major court cases that have been on-going for more than 7 years.

**Patricia Kratochvil, CCMC**  
**Tax Collector**



## TOWN CLERK'S OFFICE

**The Town Clerk's Office Is Responsible For The Following Services:**

- Fishing & hunting licenses
- Absentee ballots
- Voter registration
- Dog licenses
- Certified copies of: births, marriages & deaths
- Trade name certificates
- Filing subdivision/survey maps
- Liquor permit filing
- Notary services
- Land record recording & copies of: deeds, liens, releases, foreclosures, probate certificates & mortgages
- Issues marriage licenses
- Administers oaths
- Files DD-214 military discharges
- 250th Anniversary & Veterans products for sale

**In Addition To The Above, Our Daily Duties Include:**

- Maintaining the Town Clerk's web page
- Maintaining the town website calendar
- Posting minutes and agendas on the website
- Posting new ordinances on the website
- Taking the minutes at town meetings

- Monthly reports to the State of Connecticut
- Working closely with the Registrar of Voters
- Election & referenda duties
- Receives lawsuits filed against the town & distributes to other departments

The Town Clerk's office was awarded a grant in FY2019 in the amount of \$4,500 from the State of Connecticut, for historical preservation of records. This grant money was used to hire a Document Management Specialist. The Document Management Specialist is going through boxes full of old records, which belong to numerous departments in the town. These boxes are all located at the Town Hall Annex. In addition, the Management Specialist went through the records in the Town Clerk vault. This project will identify all permanent, historical and confidential records and records that can be destroyed.

**Revenues Collected In The Town Clerk's Office - \$778,649.66**

- Funds collected for the State of Connecticut - \$547,925.97
- Town of East Windsor revenues - \$229,473.69
- Selling 250th Anniversary products - \$675.00
- Selling Veterans T-shirts & commemorative coins - \$575.00

**Joanne Slater, CCTC**  
**Town Clerk**



## TREASURER'S OFFICE

The Treasurer's Office has the responsibility of administering the Town's finances and accounting for all town funds, except those of the Board of Education. Detailed statements of this accounting appear in the Town's Annual Audit which is on file in the Town Clerk's Office. The Treasurer prepares monthly reports for the Board of Finance. In addition, the Town Budget is developed and administered with the First Selectman's Office.

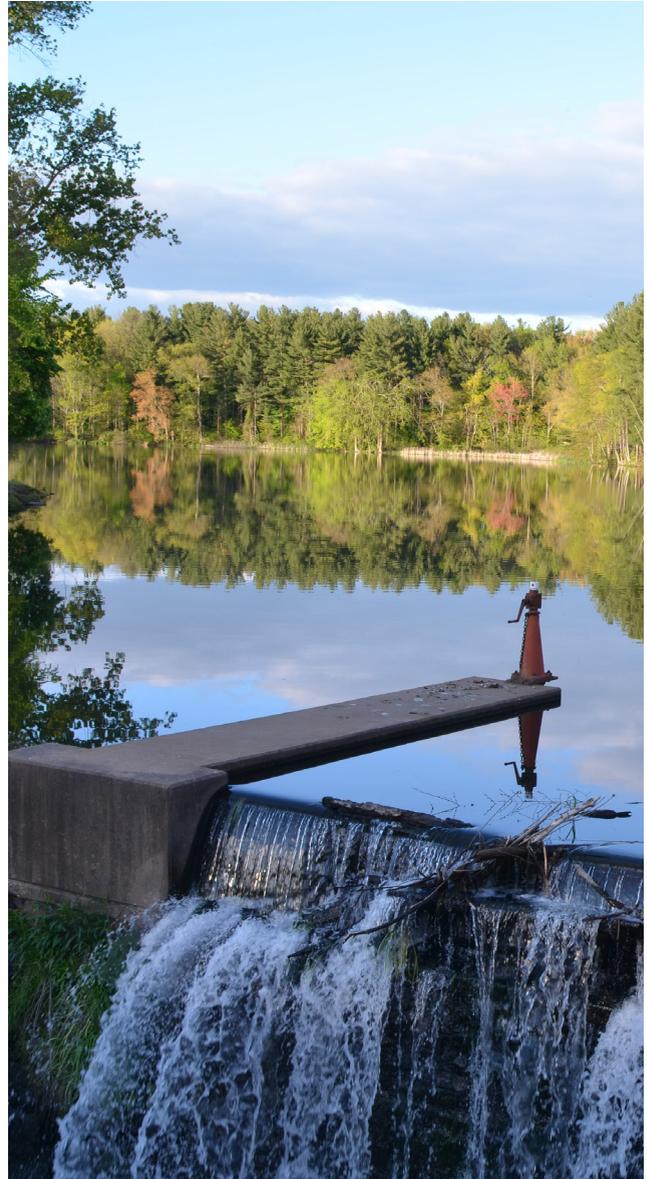
The Treasurer's Office handles the daily Treasury operations including deposits and banking and manages cash and debt obligations. The Treasurer's Office processes both accounts payable and payroll bi-weekly. For FY 2018-19 the Treasurer's Office processed 5,305 separate expenditures and payroll, benefit and tax records for 214 employees.

### Town Finances for the Fiscal Year 2018-19

- The Town's adopted General Fund budget for 2018-19 totaled \$39,396,958.
- The mil rate was 33.90.
- The Town's S & P credit rating is AA+ Moody's credit rating is Aa2.
- The Town achieved a collection rate of 98.74% on the current levy.
- The Town's long-term liabilities at June 30, 2019 totaled \$11,247,918.
- The Town's actual expenditure were \$39,496,047 and actual revenues totaled \$40,107,987.

The comparative actual information, by function and funding source for the fiscal year is presented here. A detailed statement of revenues and expenditures is in the Town's Annual Audit which is on file in the Town Clerk's Office and available on the web at [www.eastwindsor-ct.gov](http://www.eastwindsor-ct.gov)

**Amy O'Toole**  
Treasurer/Finance Director



### Long term debt outstanding as of June 30, 2019

Use of Proceeds	Maturity Date	Outstanding Amount
Bond 2014-Refinance	06/30/2025	\$1,160,000
Bond 2016-BBES Modulares/Public Improvements	06/30/2037	5,170,000
Bond 2019-EWMS Roof	01/03/2026	1,115,000
Note Payable – North Road Sewer Phase I	04/24/2052	1,947,233
Note Payable – North Road Sewer Phase II	02/03/2055	1,351,024
Lease – DPW Trucks	01/01/2025	270,214
Lease – Town Hall HVAC	11/12/2024	234,444



The East Windsor Water Pollution Control Facility provides sanitary sewer service to approximately 2,500 accounts. The operation is overseen by the East Windsor Water Pollution Control Authority (WPCA). Paul Anderson is the Chairman and David Tyler is the Vice Chairman. The WPCA is responsible for oversight of a 2.1-million-dollar operating budget. The WPCF staff includes:

- Superintendent
- Chief Operator
- Process Control Operator
- Office Manager
- Plant Mechanic
- Two Operator II Positions
- Two Operator I Positions

Staff is responsible for the operation, maintenance, repair and replacement of the treatment facility at 192 South Water Street along with Ten sewage pumping stations and 37 miles of sanitary sewer and force main.

All staff hold professional certifications in wastewater treatment, collections systems, and laboratory along with some specialized licenses such as NASSCO, GIS, and IT. The Net Present value of the WPCF's assets are estimated to be \$75,000,000 to \$90,000,000.

The WPCF operates in a very proactive and predicative manner. We have completed many capital projects over the past years without taking on debt. This has saved ratepayers

large sums of money and prepares the facility for the next decade or more. The following capital projects were completed during the 2018/ 2019 fiscal year. The Chlorine Contact tank was sandblasted coated and sealed providing many more years of service. The cables, brackets and guide wires were replaced in the Influent Wet Well. The Influent pumps and mixers were also rebuilt. We replaced the doors in the old administration building with code compliant energy saving doors allowing the continued use of a 1960's era facility. We finished the upgrade of our SCADA system with the renovations of the Administration Building Area Control Panel #3.

This year the facility treated over 479 million gallons of wastewater. This is quite an increase over the prior years 350 million gallons treated. The Calamar apartment complex, Water Mill Landing is expected to come on line next year. Proper management and replacement of critical system components allows the facility to be able to accommodate the wastewater discharge from projects such as West River Farms, Calamar, and the planned MMCT Casino.

We were notified recently that the East Windsor WPCF is the recipient of the 2019 New England Water Environment Association Wastewater Utility Management Award. The purpose of this award is to recognize operations and performance excellence of a facility within New England. This is a testament to the hard work and efforts of the staff of the WPCF and the support and guidance of the WPCA.

**Arthur Enderle III**  
**WPCF Superintendent**





### Agricultural Commission

The Agricultural Commission seeks to promote and raise awareness of the value of agriculture in East Windsor and to assist and encourage farming in Town.

- This year we participated in organizing and presenting the first Northern CT Agricultural Summit, spearheaded by the Town of Enfield and held at Asnuntuck Community College. Another summit will be presented on February 29, 2020 with seminars on agricultural topics.
- The Community Garden had a great season kicked off again by a Horse Drawn Plowing event. There were 14 plots rented and many beautiful and productive gardens.
- The Town adopted an ordinance giving tax abatement for agricultural buildings which will benefit farmers and help to keep barns on East Windsor's landscape.
- The Commission reviewed the Farm Lease process and put forth a bidding process that was adopted by the Board of Selectmen. The goal is to make the process of leasing Town farmland fair, equitable and transparent.

### American Heritage River Commission

The East Windsor American Heritage River Commission has a full roster of 11 members and 4 alternates. We kicked off the summer with a fun paddle from Sabonis Landing to Omelia Road Bridge. Though it was a trip for pleasure, we never miss an opportunity to pick up rubbish that has been dumped into the Scantic River and cart it off to try to give all who use the river a great, clean outing.

Safety is first when there is river use and so the E. coli testing has continued. The summer's lack of rainfall and high temperatures were cited as possible causes of the elevated bac-

teria counts. From mid-May through the end of September, we continue to post the weekly results of the testing at three prime entry points on the Scantic in East Windsor, at Melrose Bridge, the filter beds and Cemetery Road. It gives us an overall good feeling that we are bringing the natural resource of the Scantic River to the attention of the local population and at the same time providing caution when there might be a health danger if using that resource.

We celebrated the Town's 250th birthday by adding a float to their parade.

Each year we sponsor a New Year's Day Hike in the Scantic River State Park. This year at our 9th annual event, we had 275 participants walking the trails our members maintain. Winter damage caused many trees to fall in the park. There was also high water from melting snow and overabundant spring rainfalls, which caused one of our trail bridges to float to the opposite side of the river and another to relocate itself into a very swampy area. Several other bridges were lifted off their foundations and pulled away from anchoring cables. All this meant a considerable amount of work for the Commission members and other volunteers to have the trails ready again for the Connecticut Trails Day Hike which takes place during the first weekend of June. We did what was necessary to make the trails passable for the event and after, spent several summer work parties redoing some of the bridges.

At the end of June, we held our 8th Annual Cardboard Boat Race. In preparation for it, members of the Commission cleared fallen debris from the Scantic River near the race course.

Our work is ongoing, never a time without an issue to fix, or a fun event to plan. We enjoy all the responses on our website, acknowledging the great experience hikers have in our section of the Scantic River State Park. We welcome any





and all help in maintaining the trails. Join us at a monthly meeting on the third Thursday of each month at the Warehouse Point Library and hear what our next project is as we start our 21st year of service to Town residents.

**Barbara Sherman**

### Conservation Commission

The mission of the East Windsor Conservation Commission is to:

- Maintain and review an inventory of open space and farmland in Town
- Advise other boards on land conservation issues
- Promote the value of conserving the Town's natural resources

The Commission is pursuing PA490 status for Open Space after it was included in the Plan of Conservation and Development (POCD).

We are reviewing action plans cited in the POCD.

This year the process by the State of CT to secure an agricultural easement on a 100+ acre farm on Rye St. was completed. This farm will remain in agriculture and allow for one residence and remain on the tax rolls. The easement also includes public access to the wooded portion of the property, allowing access to the Scantic River frontage. The Town spent a large portion of its Open Space Fund for the required 25% of the cost.

The Commission is now focused on finding a way to replenish the Open Space Fund and increase it in the future.

### Veterans Commission

The Veterans Commission is a volunteer organization and is committed to honoring and helping veterans. Interested individuals are encouraged to attend meetings and get involved when available. We meet on the second Thursday of every month at the East Windsor Town Hall at 7:00 p.m.

The Commission hosts several events each year. Some of these events include:

- Memorial Day ceremonies at the Town Green
- Placing American flags on the graves of approximately 1,000 veterans in the Town's seven cemeteries.
- Placing flags on the utility poles in Broad Brook and Warehouse Point during the summer
- Providing two \$750.00 scholarships to deserving students
- Annual Veterans Day 5K Race (our major fundraiser)
- Wreaths Across America at the Windsorville Cemetery

The Joseph Tracy Veterans Memorial Green was completed in 2018 and is a memorial place to visit. The site is being beautifully maintained by the Parks and Recreation Department.

Military and veterans' memorabilia can also be found at the East Windsor Historical Society's Museums on the Green at 115 Scantic Road.

**Jim Barton, Chairman**



### First Selectman's Office

860-623-8122-p, 860-623-4798-f  
11 Rye Street,  
Broad Brook, CT 06016

Robert Maynard, First Selectman  
rmaynard@eastwindsorct.com

Amanda Calve, Executive Asst. to First Selectman  
acalve@eastwindsorct.com

Melissa LaBelle, Administrative Assistant  
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### Animal Control

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Mill Street, (Shelter)  
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Lauren Reiss, Animal Control Officer  
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### Assessor's Office

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Kerilynn Lewis, Asst. Assessor  
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Luann MacIntosh, Assessor Clerk  
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### Board of Education

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Annie Kalesnik  
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### Building Department

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Ginny Powers, Asst. to Building Official  
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Mark Liljedahl, Clerk  
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### Emergency Management

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Deputy Chief Roger Hart  
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### Health Department

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Enfield, CT 06083-1222

Patrice Sulik Director of Health Dept.  
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Mike Caronna, Dir. of Environmental Health  
mcaronna@ncdhd.org

### Park Hill

860-623-8467-p, 860-623-8554-f  
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Broad Brook, CT 06016

Linda Collins, Executive Director  
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Marisa Prior, Executive Assistant  
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### Parks & Recreation Office

860-627-6662-p, fax not available  
76 South Main Street,  
East Windsor, CT 06088

Melissa Maltese, Director  
mmaltese@eastwindsorct.com

Samantha Charette, Recreation Lead  
scharette@eastwindsorct.com

Irene Mosher, Admin. Asst./Financial Clerk  
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Debbie Williams, Program Asst.  
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### Planning and Development

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Peg Hoffman, Admin. Clerk  
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### Police Department

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Div. & Public Information  
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Dan Angelica, Records Clerk  
angelicad@eastwindsorpd.com

### Public Works and Engineering

860-292-7073-p, 860-292-7072-f  
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6 Woolam Road (physical address),  
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Mark Coulter, Hwy. Foreman

Joseph Sauerhoefer, Operations Manager  
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Theresa Regan, Admin. Asst. to DPW  
Director  
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### Registrar of Voters

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East Windsor, CT 06088



## DIRECTORY

Angelo Sevarino - Democrat  
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Linda Sinsigallo - Republican  
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### Senior Services

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Kerry Monteiro, Clerical Asst.  
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Shawna Tustin, Lead & Program Asst.  
stustin@eastwindsorct.com

Janet Vining, Nutritional Site Coordinator  
jvining@eastwindsorct.com

### Social Services Office

860-623-2430-p, 860-623-7327-f  
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East Windsor, CT 06088

Lori Butenas, Human Services Aide  
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### Tax Collector's Office

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Heidi Vane, Financial Acct. Aide  
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Carol Sauerhoefer, Financial Clerk  
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### Town Clerk's Office

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Lynn Lemieux, Asst. Town Clerk  
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Kimberley Midyette-Wing, Asst Town  
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kmidyette-wing@eastwindsorct.com

### Town Treasurer's Office

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Kimberly Prostka-Scavotto, Asst. Trea-  
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### Water Pollution Control Authority

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